



MH/MR Accounting Manager

Department: MH/MR/SA

EEO Code: 22

Class Code: 1425

FLSA: E

Effective: 01/04/1995

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in maintaining financial records, analyzing financial data, monitoring budget utilization, compiling financial reports and managing department's reimbursement system; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises preparation, implementation and maintenance of financial management standards for department and CSB; supervises preparation and revision of state performance contract financial data; coordinates preparation of financial reports; coordinates preparation of department annual budget; analyzes financial data from County's accounting system; monitors budget utilization; performs special financial studies to improve department operations; manages department reimbursement system; ensures that financial information is collected, services are billed and payments applied; develops and implements accounts receivable policies and procedures; ensures that accounts receivable and program staff comply with all applicable state and federal reimbursement regulations; ensures that delinquent accounts are collected or adjusted off; trains, counsels, supervises and evaluates staff; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of accounting and budget preparation; of various state and federal grants, budget and accounting requirements; of theories and techniques for collection of fees and third party reimbursements; of electronic accounting spreadsheets; of effective personnel management strategies.

Considerable skill in conducting financial research studies of a special nature; in compiling, analyzing, reconciling and verifying financial records and reports; in effective written and oral communication skills.

Considerable ability to supervise, manage, and coach a large staff with diverse responsibilities; to interpret and implement technical

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in accounting, business or related field and three years of professional accounting experience including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
